



CITY OF WILMINGTON

Community Development Block Grant Program

or

HOME Investment Partnerships Program

or

City General Funds

APPLICATION FOR FUNDING

**CONSTRUCTION
PROJECTS**

For

Funding in Fiscal Year 2011-2012

SUBMISSION REQUIREMENTS

Deadline for receipt of the application by the City of Wilmington is 5 p.m., Wednesday, February 3, 2010. The application must include one ORIGINAL, plus SIX COPIES, punched with three holes. NO NOTEBOOKS OR BINDERS. Fasten each copy with a paper clip or other fastening that can be easily undone. Also, include one CD ROM with an electronic copy of your completed application.

Faxes are not acceptable. The application may be mailed or hand delivered to:

City of Wilmington
Community Development Division
Post Office Box 1810
305 Chestnut Street, Second Floor
Wilmington NC 28402-1810
910-341-7836
Attn: Jennifer Shiels

Applications should start at Page 1 (Application Information). Do **not** include a cover letter or the instruction pages; all covers will be discarded. Narrative responses should be limited to 25 words or less (unless otherwise indicated), in a typeface no smaller than 11-point. Additional printed documentation, photographs and maps may be placed immediately behind to clarify the program description, experience of the applicant, etc. The required attachments, listed on the "Checklist and Required Signatures," should be attached at the back of the document in the order listed. No other attachments should be included.

Please read all questions and instructions carefully. **The care that goes into accurately and informatively completing this application is an indication of your agency's ability to manage the complexities of CDBG and HOME program requirements.**

Invalid Applications: Applications may be rejected without evaluation for the following reasons:

- Application is submitted past deadline.
- Program is not clearly eligible according to CDBG, HOME or City regulations.
- Applicant has demonstrated poor past performance in carrying out CDBG- or HOME-funded programs, or complying with federal regulations.
- Applicant fails to provide audited financial statements or other required information.

The City may request clarification or additional information from the applicant at any point during the application process. Staff in the City's Community Development Division will be happy to answer questions about the CDBG and HOME programs and the application process, but staff cannot help write applications or offer comments on drafts. (Tel. 910-341-7836; TTY 910-341-7873), e-mail: suzanne.rogers@wilmingtonnc.gov.

Applicants should understand that this is a competitive application process for limited funding. There will be applications for programs that satisfy many of the evaluation criteria but are not funded. Successful applications may be funded for less than the amount requested. Agencies selected for funding by CDBG or HOME will be included in the draft Action Plan for FY 2009-10, available to the public April 1, 2009. Copies may be obtained at the Community Development Office, Second Floor, 305 Chestnut Street.

GENERAL INSTRUCTIONS

- Which Form?** This is an application for Community Development Block Grant (CDBG) and HOME for **construction programs** that address:
- Affordable Housing
 - Public Facilities
 - Infrastructure or Public Improvements
- CDBG, HOME Or General Funds?** This is not a simple question, since the programs do overlap. Here are some guidelines:
- All assistance is limited to activities within the City of Wilmington.
 - Non-Housing programs are funded with CDBG funds only.
 - **New** housing construction is funded with HOME funds only.
- City staff will decide which funding source is most appropriate for your project.**
- Grant Period** The funding period starts **July 1, 2011, and ends June 30, 2012**. Costs incurred before July 1, 2011, **CANNOT** be reimbursed. It is expected some construction projects will be completed after June 30, 2012.
- Special Conditions** Applicants receiving funding in excess of \$10,000 are required to obtain an annual certified audit. This audit must be conducted by a Certified Public Accountant (CPA) in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). **All** applicants **must** submit a financial review in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). All audits and reviews must be submitted to the City within **90** days after the applicant's budget year end.
- Program Evaluation & Funds Allocation** Applications will be evaluated by a review team and assigned scores according to criteria based on the priorities in the Five-Year Consolidated Plan for 2007-12, the City's Strategic Focus Areas, the feasibility of the program, and the capacity of the agency to carry to completion the project. Copies of the City plans are available on request.
- Applicants will be given an opportunity to discuss their applications with the review team. Such interviews will be limited to **20-minute** segments. In addition project site visits will be conducted. Applicants must indicate their desire for an interview on the "Checklist" attached to the application.
- Applications that are extensively incomplete, inaccurate or lack required signatures will receive minus 25 points. In addition, agencies with poor performance over the past two years will receive minus 25 points.**
- After the initial evaluation, City staff will present their allocation recommendations to the City Manager, subsequently, to the City Council in the form of an Action Plan for the CDBG and HOME programs recipients. In addition, the City will seek citizen input on the Plan through public hearings. The planning schedule is on page 7.

Joint Applications:

An additional 25 points will be awarded for joint applications between two or more agencies. One of the agencies must be considered the lead or "applicant" agency. All agencies involved must supply all the requested agency information. A "pass through" application is not a joint application. Joint applications must describe the benefit or impact achieved by partnering beyond what either agency could achieve without the collaboration.

HOME and CDBG Recipients must be:

- Nonprofit agencies with a 501(c)(3) tax exemption notice from the IRS.
- CDBG and HOME recipients **MUST** be able to demonstrate that they meet a National Objective according to CFR 24 570.208. Copies of the National Objectives are available on request.
- **All applicants** must demonstrate a track record of continuous and active operation as a nonprofit for at least two years.

In addition, HOME Recipients must be:

- Nonprofit agencies with at least two years experience providing affordable housing to low- and moderate-income families; or
- Nonprofit agencies recognized by the Wilmington City Council as Community Housing Development Organizations (CHDO's).

Income Eligibility

All CDBG and HOME programs must benefit persons with household income below 80 percent of area median income adjusted for family size (see table on Page 15). Documentation of your client's income is **essential** for all recipients. Failure to document client income will result in loss of funding. **New applicants may seek advice on eligibility from the City Interim Community Development & Housing Planner Suzanne Rogers or Compliance Specialist Teresa V. Campo at 910-341-7836, before preparing their application.**

Local Priorities

Wilmington's Five-Year Consolidated Plan for 2007-2012 has established performance targets for CDBG and HOME assistance. Copies of the Consolidated Plan are available on the City's website at <http://www.wilmingtonnc.gov/communitydevl>

Consolidated Plan Priorities

Provide affordable rental housing for those living in poverty

Increase the stock of affordable housing by investing in new construction and rehabilitation

Provide supportive permanent housing for extremely low and low income people, including those with special needs

Foster affordable workforce housing

Support affordable homeownership

Preserve long-term affordability of housing stock

Provide for outreach, assessment and appropriate supportive services to homeless

Provide emergency shelter

Provide transitional housing for homeless

Focus on revitalizing neighborhoods and providing services to residents

City of Wilmington Focus Areas

In addition, the City of Wilmington has established the following Focus Areas:

- **Vibrant Economy:** A vibrant economy is essential to the on-going economic well being of citizens, businesses, arts and culture organizations, and public and private institutions within the city and region. The City seeks to use limited public resources to leverage public and private investments in the local economy.
- **Efficient Transportation Systems:** A safe and efficient transportation network accessing and linking all parts of the City is vital to the quality of life, viability of business and commerce, and growth of the City. The City works, in cooperation with other providers, to plan and maintain a transportation system that supports motorized, non-motorized, public, and pedestrian travel, and provides residents, workers and citizens with practical options to meet their transportation needs.
- **Safe Community:** Feeling safe and secure are fundamental to the quality of life and well being of citizens and visitors to the city of Wilmington. The City provides for the Public Safety with Fire and Police emergency response, law enforcement, and education and prevention services. The City, in cooperation with other agencies, institutions, and citizens, works to continuously improve safety and security in neighborhoods, commercial areas, and on the roadways.
- **Thriving Neighborhoods:** Clean, safe, attractive, diverse, and convenient neighborhoods make for a flourishing community. The City supports neighborhoods that include a mix of residential, commercial, community, recreational, and open space where residents can enjoy the benefits of living in the city of Wilmington and share in its opportunities for success.
- **Collaborative Communications:** Sharing information and ideas is critical for effective governance and management. Citizens look to the City for accurate and timely information on issues of concern. The City facilitates internal and external communication through a variety of means, including, but not limited to, newsletter, website, G-TV, local media, employee outreach, and meetings. To provide the highest quality service and provide for the needs of citizens the City fosters a culture of teamwork and communication between and among employees, and with elected officials.
- **Engaged Legislative Efforts:** Local municipal governments, including the City of Wilmington, operate in accordance with State, Federal, and County regulations and laws. It is necessary to effectively convey to elected officials at all levels the implications and impacts of proposed legislation on the City and ultimately on the quality of life for its citizens.

Performance Management

HUD has implemented a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for HUD programs and enables grantees to capture program accomplishments and trends. When completing the "***Performance Management***" section, please select one objective and one outcome to produce what HUD describes as an outcome statement. This outcome statement should be supported by your work plan activities, and measures of indicators of success.

Work Plan with Performance Measures

Use the "Work Plan Development Worksheet" to show the activities you will conduct to achieve your goal/outcome. The worksheet may be used as part of your quarterly report to the City.

A. Terms of Funding.

Please note: The CDBG and HOME construction funds for which an agency may apply are **not** grants but will be considered as loans. Loan repayments may be deferred or forgivable, based on the type of project and amount of funding. All loan terms will be on a case-by-case basis.

- Liens: A lien may be placed against the agency's property until the project is completed.
- Please note: The CDBG and HOME construction funds, for which an agency may apply, are **not** grants but will be considered as loans. Loan repayments may be deferred or forgivable, based on the type of project and amount of funding. All loan terms will be on a case-by-case basis.
- Loan Terms:
 1. Permanent financing (construction financing considered on a case-by-case basis).
 2. Interest Rate: 2 percent
 3. Term: Maximum 20 years depending on amount of CDBG or HOME funds invested in the project.
- 1. Repayment: Deferred payment loan repaid upon the transfer of the property or at the end of 20 years, whichever occurs first. Forgivable loans may be considered upon request.
- 2. Lien: First or subordinate with conditions.

Schedule for CDBG, HOME, General Fund Planning for 2009-2010

Timeline	Activity/ Deadline
November 13, 2009	RFP/Applications Distributed and Advertised.
November 13, 2009 – February 15, 2010	Public Comment Period for use of CDBG and HOME funds
December 11, 2009 (Friday)	Mandatory Applicant Workshop
February 3, 2010 (Wednesday) 5:00 pm	Application Deadline
March 1-5, 2010	Application Review/Site Visits
April 2, 2010	Draft Annual Action Plan published for public comment (30 days). Advertise Public Hearing
April 20, 2010 (Tuesday)	Wilmington City Council Public Hearing on draft plan
May 11, 2010 (Tuesday)	City Council Approve final Annual Action Plan
May 2010	Wilmington City Council: Public Hearing on General Fund
June 2010	Wilmington City Council: Approval of City Budget 2008-09

**CITY OF WILMINGTON
OUTSIDE AGENCY APPLICATION
FOR FUNDING A CONSTRUCTION PROGRAM
FISCAL YEAR 2010-2011**

I. CHECKLIST AND REQUIRED SIGNATURES

Please be sure the following items are complete, as part of the original application:

1. Is each section complete?
 - I. Checklist and Required Signatures _____
 - II. Applicant Information _____
 - III. Agency Information _____
 - IV. Program Overview _____
 - Environmental Review Agreement Signed (page 10) _____
 - V. Budget (agency budget attached) _____
 - VI. Performance Management _____
 - VII. Work Plan with Benchmarks _____
2. Does the program serve low-and moderate-income clientele? Y____ or N ____
3. Does the program address the City's Five-Year Consolidated Plan? Y____ or N ____
4. Does the program address a HUD National Objective? Y____ or N ____
5. Does the program address one of the City's Focus Areas? Y____ or N ____
6. Is this a joint application? Y____ or N ____

Also, please provide ONE of each of the following documents, regardless of whether the City has this information on file:

1. IRS tax determination letter of 501 (c) (3) _____
2. Current Bylaws and Articles of Incorporation _____
3. Most recent independent audit and management letter, for year ending 08 _____
4. Most recent IRS tax form 990 _____
5. Organizational chart with key personnel and their titles _____
6. Current list of Board of Directors, with mailing addresses _____
7. Conflict of Interest Policy _____
8. Résumés for Executive Director and Program Director _____

Interviews for construction programs will be held **March 1-5, 2010**. (5th is reserved for site visits)

Would your agency like to have an interview: Yes ____ No ____

To the best of my knowledge and belief, all data in this application are true and current. The application has been authorized by the applicant's governing board.

Executive Director (Please print)

Phone

Executive Director Signature

Date

Board Chairman (Please print)

Phone

Board Chairman Signature

Date

Date application was approved by the Board of Directors _____

II. APPLICANT INFORMATION

Name of **Project** to be Funded: _____

Full Legal Name of Applicant Agency: _____

(If this is a joint application, each agency must complete items II and III on separate sheets)

Federal Taxpayer ID Number: _____ Solicitation #: _____

DUNS Number: _____ (Dun & Bradstreet, Inc. provides this number at no charge and is required for federal funding recipients. Obtain a DUNS number at <http://fedgov.dnb.com/webform>.)

Check One: _____ Nonprofit Organization _____ For-Profit _____ Public Agency

Is this a faith-based organization? _____ Yes _____ No

Executive Director: _____

Mailing Address: _____

City/State/Zip: _____

Agency Site Address: _____

Telephone Number: _____ E-mail: _____

Program Contact Person: _____ Title: _____

Telephone Number: _____ E-mail: _____

Accountant or Financial Officer: _____ Telephone: _____

Attorney: _____ Telephone: _____

Application Prepared By (Individual): _____

Agency or Business Name: _____

Telephone Number: _____ E-mail: _____

BUDGET

a. Total estimated **agency** budget for funding cycle 2011-12.....\$ _____

b. Total estimated **project** budget for funding cycle 2011-12.....\$ _____

c. Total amount of funds **requested** for funding cycle 2011-12.....\$ _____

d. Total amount of funding **received** from the City 2009-10 (if applicable)\$ _____

e. Percent of agency budget requested from City (c ÷ a).....%

Percent of project budget requested from City (c ÷ b).....%

No Project will be funded 100 percent by the City

III. AGENCY INFORMATION

A. Brief summary of agency's mission and goals (25 words or less).

B. Longevity

1. Number of years agency has been in business: _____
2. Number of years agency has operated a 501 (c) (3) _____
3. Has this agency operated under another name? Yes _____ No _____, if "yes," list all previous names:

4. If housing, describe your agency's expertise in carrying out the proposed project, including the number of units constructed or renovated the past three years.

C. Does your agency have any of the following written management policies:

Personnel policy?	Yes _____	No _____
Job descriptions?	Yes _____	No _____
Purchasing policy?	Yes _____	No _____
Code of conduct?	Yes _____	No _____
ADA policy?	Yes _____	No _____

D. Does your agency solicit donations or hold fundraisers? Y _____ N _____

E. Has the agency been involved in any lawsuits? Y _____ N _____

F. Are there any outstanding judgments against the agency? Y _____ N _____

G. Has the agency (applicant) filed a petition for bankruptcy or has a petition for bankruptcy been filed against the applicant? Y _____ N _____

H. Disclosure of Potential Conflict of Interest:

Are any of the Board Members or employees of the agency which will be carrying out this program, or members of their immediate families, or their business associates:

1. Employees of the City of Wilmington or related to a City employee? YES ___ NO ___
2. Members of or closely related to members of Wilmington City Council? YES ___ NO ___
3. Current beneficiaries or related to beneficiaries of the program for which funds are requested? YES ___ NO ___
4. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? YES ___ NO ___

If you answered “Yes” to any questions E-H, please explain. The existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded. List all individuals associated with the applicant or ownership entity that have a reportable financial interest in the program. Include type of participation in the program, percentage, and dollar amount of financial interest in the program.

IV. PROJECT OVERVIEW

A. Type of Project (check one)

- ___ Single Family Homeownership: Construction, Reconstruction or Rehabilitation
- ___ Single Family Rental: Construction, Reconstruction or Rehabilitation
- ___ Multi-family New Construction (rental) ___ Multi-family Rehabilitation (rental)
- ___ Acquisition Only
- ___ Public Facility ___ Infrastructure or Public Improvement
- ___ Other (specify): _____

B. Brief Project Description

In 25 words or less describe the project. If this is a housing project, state the number and type of housing units expected to result from this project and the targeted client group. Housing applications **MUST** be for **four** or more units. For multi-family projects, state both the total number of units in the project and the number to be assisted with City funding. *Example: New construction of five one-bedroom duplexes for 10 developmentally disabled adults; all tenants will receive supportive services.*

C. Program Impact

1. In 50 words or less, describe the impact the project will have on addressing the priorities identified in the 5 Year Consolidated Plan and City Council Focus Areas. Support with available data and probabilities.

2. How will your agency or group of agencies collaborate with similar agencies to avoid duplication and overlap?

D. Eligibility – City of Wilmington:

To be eligible for Community Development Block Grant, HOME or General Funds from the City of Wilmington, program activities should address at least one of the City's Focus Areas. (See Applications Guidelines for City Council Focus Area descriptions)

Explain how your program addresses the Focus Area you selected.

E. Eligibility - Community Development Block Grant:

To be eligible for CDBG or HOME funds, program activities must meet one of the HUD national objectives listed below. **CHECK ONE STATEMENT ONLY.**

1. LMI Limited Clientele: At least 51 percent of persons served will be from low- to moderate-income households. Explain below how you will determine household income. _____
2. LMI Jobs: At least 51 percent of jobs created or retained will be filled by low- to moderate-income persons. Explain below how you will determine household income. _____
3. LMI Housing: All households provided with housing assistance will have low- to moderate- income. Explain below how you will determine household income. _____
4. LMI Area: An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- to moderate-income persons. _____
Give the census block numbers and percent of L/M residents in each:

5. Area Blight: The program will cure conditions of slum and blight in a designated blighted area. Describe the area below and **attach a map** showing its boundaries.
6. Spot Blight: The program will cure conditions that are a threat to public health and safety in a building not located in a blighted area. Describe below the specific conditions that pose a threat and how the end use will benefit low- to moderate-income persons.

F. Eligibility - Five-Year Consolidated Plan for CDBG and HOME 2007-2012

CDBG, HOME funded programs should address at least one of the priorities identified in the Five-Year Consolidated Plan. Check all the priorities that apply:

Provide affordable rental housing for those living in poverty _____

Increase the stock of affordable housing by investing in new construction and rehabilitation _____

Provide supportive permanent housing for extremely low and low income people, including those with special needs _____

Foster affordable workforce housing _____

Support affordable homeownership _____

Preserve long-term affordability of housing stock _____

Provide for outreach, assessment and appropriate supportive services to homeless _____

Provide emergency shelter _____

Provide transitional housing for homeless _____

Focus on revitalizing neighborhoods and providing services to residents _____

Describe (briefly) how the project relates to the Five-Year Consolidated Plan for CDBG and HOME 2007-2012. Copies of the Plan are available electronically or hard copy from the Community Development Division, and on the City website: www.wilmingtonnc.gov/community/development.

G. Clientele

All CDBG and HOME programs must primarily benefit lower income persons. Income verification is required to demonstrate benefit to a MINIMUM of 51 percent extremely low-, very low- and low-income persons. Income verification may include the following types of documentation: tax returns, receipt of public assistance, Section 8 Certificates or City-approved self-certification. Current income limits are shown below. Income limits are updated annually.

WILMINGTON MSA HUD PROGRAM INCOME LIMITS BY HOUSEHOLD SIZE FY 2009-2010			
Number of Persons In Household	Maximum Annual Household Income		
	Extremely Low- Income 0-30% of AMI*	Very Low-Income 31-50% of AMI*	Low-Income 51-80% AMI*
1	12,100	20,150	32,250
2	13,850	23,050	36,900
3	15,550	25,900	41,500
4	17,300	28,800	46,100
5	18,700	31,100	49,800
6	20,050	33,400	53,500
7	21,450	35,700	57,150
8	22,850	38,000	60,850

AMI: Average Median Income. Source: U.S. Department of Housing and Urban Development

1. Indicate the target population most applicable to your project:

☐ Abused Children ☐ Battered Spouses/Families ☐ Elders (62+)
☐ Homeless Persons ☐ Illiterate Adults ☐ People with Disabilities
☐ Person with AIDS ☐ Lower Income Adults ☐ Lower Income Youth
☐ Lower Income Families ☐ Other (specify)_____

2. Describe the target clientele to be served by the project and how your agency will inform and attract this clientele (outreach plan).

3. How many individuals or households will be served by this project whose income is at or below median income? (List both, if applicable. Information on median income is available in the application guidelines.)

Individuals _____ (Public Facility or Public Improvement)

Households _____ (Housing)

4. Describe the method you will use to verify that your clients are lower income persons or households.

5. Will each unit or building be fully accessible to people with disabilities, including mobility impaired, hearing impaired and vision impaired persons? ____ Yes ____ No

If "no," please explain: _____

6. Explain how your agency meets the cultural and language needs of minority individuals, including outreach to the Hispanic community.

V. DETAILED PROJECT DESCRIPTION

Project Title:_____

Project Site Location:_____

B. Provide the following information as far as it is applicable or available for each site:

1. **Location map** showing development site in relation to streets and points of interest in the surrounding neighborhood (at least ½ mile radius). Waterways, railroads, historic district designation, and floodplain designation must be shown.
2. **Site map** showing lot boundaries, elevation, location of buildings, and other site features, including lot size in acres.
3. The project site is currently **zoned**:_____
- Is the property zoned for the intended use? ____Yes, ____No
- What is the status of any required planning reviews?
- This project is:
- Listed in the National Register of Historic Places ____Yes ____No
- Within a National Historic District ____Yes ____No
- Within a Local Historic District ____Yes ____No
- Listed in a Local Register of Historic Places ____Yes ____No
4. Check if the capacity of the current system is adequate and **utilities** are available at the site:
____ Storm Sewer ____ Water ____ Sanitary Sewer ____ Electric ____ Natural Gas
5. **Site control**: If you already own the site or property, submit a copy of the survey and deed, and describe all existing liens or deeds of trust on the property. If the site is currently under an option agreement, submit a copy of the option and purchase agreement, **and attach a copy of your notification to the seller of your intent to use federal funds** to acquire or improve the property.
6. Is the property occupied or has it been occupied at any time since July 1, 2007?
Y ____ N ____
- If "Yes," have you issued a General Information Notice to tenants informing them of their rights to relocation assistance? Y ____ N ____
- State the number of tenants and describe in detail how you will determine **relocation** needs and help occupants to relocate. Include the cost of this in your budget. (The City will not fund relocation costs.)
7. **Floor plan** and sketch of finished project or each unit or building, if there are different designs.

8. Describe any construction **features** that you consider to be particularly high quality, attractive, or energy efficient; or innovative construction measures or techniques such as Universal Design.
9. How many units or buildings will have full **ADA accessibility**, and how many others will have at least the following accessibility features?
- An at-grade or ramped entrance to the main floor or the capability to easily install a ramp later on;
 - All doorways and passageways on the main floor at least 32" wide; and
 - A bathroom or half-bath on the main floor that will accommodate a wheelchair.
10. Is this a Star Energy project? Yes ____ No ____ If not, please explain why.
11. Is this a housing or historic tax credit project? Yes ____ No ____
If yes, project was approved for tax credits on _____.
12. **Access** to transportation, employment centers, shopping for basic needs, community services. *
13. Proposed **rents or sales prices** for completed housing units (so that we can assess affordability). For rental units, please add estimated utility costs. Note: rents should be equal to or less than current Fair Market Rents 2009*.
14. Any steps planned to ensure **long-term affordability** of housing units, including recapture provisions.*
15. List any **supportive services** coordinated with the project that will assist the housing beneficiaries, and how these services will be funded.*

* Housing projects only

16. Environmental Review: In accordance with 24 CFR Part 58, recipients, owners, developers, sponsors or any third-party partners cannot undertake any physical actions on a site, commit, expend, or enter into any legally binding agreements that constitute choice-limiting actions for any HUD or non-HUD funds before the environmental review process has been completed and, if required, the City has received a Release of funds from HUD. Choice limiting actions are defined by HUD as expenditure of funds or entrance into a legally binding agreement for property acquisition, demolition, movement, rehabilitation, conversion, repair or construction. **Any violation of this provision will result in the automatic denial of the funding request or de-obligation of the CDBG or HOME funds, if already awarded.**

The executive staff and Board of Directors for the agency applying for City funds fully understands and agrees to comply with the Environmental Review conditions described above.

Executive Director (Please print)

Executive Director Signature

Date

Board Chairman (Please print)

Board Chairman Signature

Date

C. Valuation Information. Required if funds are used for acquisition of lots to be used for housing construction. Provide information below for each lot being assisted with federal funds. List for each property under consideration.

1. Appraised Value

Address or PIN: _____

Land Value: \$_____ Date of Valuation: ____/____/____

Existing Building Value (as is): \$_____ Date of Valuation: ____/____/____

Proposed Building Value (as completed): \$_____ Date of Valuation ____/____/____

Appriaser: _____

Address: _____

Phone: _____ Email_____

2. Assessed Value

Land: \$_____ Assessment for the Year of: _____

Building: \$_____ Total Assessed Value: \$_____

Valuation Conducted by: _____

D. Project Team. Describe the project team (project manager, developer, architect, contractor, construction manager, and other professionals) their relevant experience, and their specific responsibilities for this project. If the team is not yet assembled, describe your procurement process for each of these individuals and for the construction of this project

VI. AGENCY BUDGET

A. EXISTING BUDGET: Provide a copy of the **agency's** Actual Budget for Fiscal Year 2008-09 or Calendar Year 2009. Attach the budget directly behind the "Budget" section, and **indicate whether it is for Fiscal Year 2008-09 or calendar year 2009.**

B. Pro Forma (Rental Property Only)

If your project involves the development of rental property, **ATTACH** a 20-year pro forma showing estimated income, expenses, net operating income, debt service, and net cash flow.

Include the name of the management agency you will contract with to manage the project for the next 20 years, including a brief description of that agency's capacity for managing such a project.

C. REVENUE - ESTIMATED FUNDING

Complete the following table to show **ALL funds anticipated to be received by your agency in fiscal years 2009-10 for this proposed project.** When completing the table, indicate **Status** as follows: **P** = Proposed; **S** = Application Submitted; **A** = Approved. For "Approved Funding Sources," please attach commitment letters.

List of Potential Funding Sources	Status	Amount FY 2008-09
City of Wilmington: CDBG, HOME, General Funds	S	\$
HUD funds other than CDBG or HOME (example: ESG, EFSG and CoC are HUD grants)		
Other Federal Funds (list each Federal grant or loan)		
State Government (list each State grant or loan; note, ESG is not a State grant, it is a HUD grant)		
Other Local Government Funds (City or County)		
Foundations: (list Foundation names)		
Client Fees		
Fund Raising		
Donations (monetary)		
Other Sources (list):		
TOTAL REVENUES		\$

D. Estimated Expenditures

Be as detailed as possible. Add or amend categories as needed. The second column should cover total project costs (including those met from HOME or CDBG), the third column shows how much of each line item is to be met from HOME or CDBG, and must be consistent with the HOME/CDBG revenues shown in section III-B. **If funded, applicants are required to submit a “Construction Specifications” form and a “Financial Report Per Unit” form (see attached) for the project, or each housing unit, before construction begins. A Proceed Order will not be approved until the form is submitted and reviewed by a Community Development Rehab Specialist.**

Category	<u>All</u> Costs	City Funding Only*
Construction Period		
Acquisition	\$	\$
Relocation	\$	\$
Demolition/Clearance	\$	\$
Site Improvements/Infrastructure	\$	\$
Impact Fees	\$	\$
Rehabilitation (Hard Costs)	\$	\$
New Construction (Hard Costs)	\$	\$
Construction Contingency	\$	\$
Architect/Engineer Fees	\$	\$
Permit and Inspection Fees	\$	\$
Construction Loan Fees	\$	\$
Construction Interest	\$	\$
Construction Period Taxes	\$	\$
Permanent Appliances	\$	\$
Legal/Accounting	\$	\$
Other Prof. Fees (Appraisal, etc.)	\$	\$
Agency Indirect Costs (if no developer fee)	\$	
Developer Fee (HOME only)**	\$	\$
Other Construction Costs (list)	\$	\$
Total Development Costs	\$	\$

*Items the agency is requesting the City to cover.

** Not to exceed 8% of construction costs. Does not include "consultant" fees.

Agency Name:

DUNS #: _____

LIST REQUESTS FOR CITY SURPLUS ITEMS, i.e. furniture- desk, chairs, file cabinets, etc.

ITEM REQUESTED	QUANTITY NEEDED

VI. PERFORMANCE MANAGEMENT

HUD has implemented a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for all HUD programs and enables HUD and grantees to capture program accomplishments and track national trends. Each applicant must select one objective and one outcome to produce what HUD describes as an outcome statement, all of which are driven by local intent.

Please select the most appropriate **objective** for your project/program. In selecting the objective, consider the “*purpose*” of the project or program for which you are seeking federal funds.

- ☐ **Creating suitable living environments** – these activities are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy or elderly health services.
- ☐ **Providing decent housing** – these activities cover a wide range of housing activities generally completed with HOME and CDBG funds. This objective focuses on activities whose purpose is to meet the individual family or community housing needs. It does not include programs where housing is an element of a larger community-wide improvement, since such programs would be more appropriately reported under suitable living environments.
- ☐ **Creating economic opportunities** – applies to activities related to economic development, commercial revitalization, or job creation.

AND

Please select the most appropriate **outcome** for your project/program. In selecting an outcome, consider “*the type of change or result your project/program is seeking.*”

- ☐ **Availability/Accessibility** – applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.
- ☐ **Affordability** – applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is appropriate whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
- ☐ **Sustainability** – applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.


These two factors combined, will produce an “outcome statement” (Objective + Outcome = Outcome Statement). *For example, if the Objective selected is “Suitable Living Environment” and the Outcome selected is “Affordability,” then the Outcome Statement should be “Affordability for the purpose of creating suitable living environments. An outcome statement for your specific project/program might read, “In FY 2009, Nonprofit ABC will assist 150 households by providing downpayment and closing cost assistance for the purpose of making homeownership affordable to 25 families.”*

OBJECTIVES	Objective #1: Suitable Living Environment	Outcome 1: Availability/Accessibility Accessibility for the purpose of creating Suitable Living Environments	Outcome 2: Affordability Affordability for the purpose of creating Suitable Living Environments	Outcome 3: Sustainability Sustainability for the purpose of creating Suitable Living Environments
	Objective #2: Decent Housing	Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
	Objective #3: Economic Opportunity	Accessibility for the purpose of creating Economic Opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

What will your “outcome statement” be?

Please also provide at least one measure of success for your project or program. For example, 75% of the individuals participating in the homebuyer counseling classes will purchase a home within 6 months of course completion.

**WORK PLAN DEVELOPMENT WORKSHEET - CONSTRUCTION
WITH MINIMUM BENCHMARK PERFORMANCE STANDARDS
FOR A 24-MONTH PERIOD OF PERFORMANCE**

AGENCY NAME:				PROGRAM NAME:					
ACTIVITY	Q1 2010	Q2 2010	Q3 2011	Q4 2011	Q1 2011	Q2 2011	Q3 2012	*Q4 2012	
	Jul - Sept	Oct - Dec	Jan - Mar	Apr- Jun	Jul - Sept	Oct - Dec	Jan - Mar	Apr- Jun	
City Contract Finalized & Signed									
Pre-bid Conference/Material Description Review									
Conduct Historic Review									
Approved Environmental Review and Release of Funds									
Formal Cost Estimate Submitted									
Acquisition Completed									
Site Plans or Floor Plans Completed									
Solicitation for Construction Bids									
Bid Opening									
Select Contractor and Send Signed Contracts to CDD									
Proceed Order Received									
Pre-construction Conference									
CDD Inspection									
Building Inspection Final/ CO									
Closing and Deed Documents Completed and Sent to CDD									
Housing Units in Progress									
Units Completed and Cleared									
Housing Units Sold									
Performance measured against approved work plan milestones									
Close-out									

WORK PLAN WITH PERFORMANCE MEASURES

OUTCOME STATEMENT: *Insert outcome statement from above (HUD performance management)*

ACTIVITIES: <i>List major activities to be carried out in order to achieve the outcome; i.e. services a program provides; what staff and participants do.</i>	TIMELINE: <i>When will the activity begin –end</i>	OUTPUTS: <i>Products of a program's activities; i.e. volume of service (#s)</i>	PERFORMANCE MEASURE: <i>specific information that reveals level of achievement of the outcome. ... how you know achieved outcome; i.e. # and % of participants</i>

METHOD OF MEASURE: method for collecting performance measure information; i.e. Survey, test, records, physical measurement, observation, etc.

USE ADDITIONAL WORKSHEET IF NEEDED TO LIST ACTIVITIES